



School Leader Update

Iowa Department of Education

January 2007

Resources for Iowa School Leaders

NEWS FROM THE DE

USDE Grants Full Approval to Iowa Plans for Highly Qualified Teachers and Student Assessments

The United States Department of Education has approved Iowa's Highly Qualified Teacher (HQT) plan to assure all students have access to quality teachers, as well as the state's student assessment system that assures all students are regularly tested on the state core standards, and the public is informed of test results. Both plans are required as part of the federal No Child Left Behind Act (NCLB).

To gain HQT plan approval, the Iowa Department of Education had to prove that all Iowa teachers 1) have earned a bachelor's degree, 2) have received full state certification or licensure, and 3) can demonstrate that they know each subject they teach. In addition, the state must measure the extent to which all students have highly qualified teachers, particularly minority and disadvantaged students; adopt goals and plans to ensure all teachers are highly qualified; and publicly report plans and progress in meeting teacher quality goals.

The state plan describes how new teachers will demonstrate subject matter competency by:

1. New elementary school teachers must pass a rigorous state test on subject knowledge and teaching skills in reading and language arts, writing, math and other areas of the basic elementary school curriculum for the next two years.
2. At the middle and high school levels, new teachers must complete an academic major or coursework equivalent to an academic major, an advanced degree or advanced certification or credentials.
3. Experienced elementary, middle school and high school teachers must demonstrate competency through an evaluation based on Iowa teaching standards.

Most of the teacher quality measures have been in place in Iowa for many years; however, federal officials last summer initially rejected Iowa's proposed test for new elementary teachers, the Iowa Department of Education Student Teacher Evaluation (IDESTE), which was developed by officials from the Iowa Department and colleges with teacher education programs. As a result, the state has now adopted the PRAXIS II as the state test for new elementary teachers on an interim basis while it works to revise and gain federal approval for IDESTE.

Full Approval for Student Assessment System

To gain full approval for the state assessment system, the Iowa Department of Education had to prove Iowa's education standards and assessments met all federal requirements, including:

1. academic core content standards in reading/language arts, mathematics, and science;
2. student achievement standards in reading/language arts and mathematics;
3. alternate achievement standards for students with the most significant cognitive disabilities;
4. assessments in grades 3 through 8 and high school in reading/language arts and mathematics; and
5. alternate assessments for those subjects.

Cedar Rapids Named as Recipient of Iowa Recognition for Performance Excellence Award

On December 6, 2006, Governor Tom Vilsack and Lt. Governor Sally Pederson, together with the Executive Council of the Iowa Recognition for Performance Excellence (IRPE) and the Iowa Quality Center, named Cedar Rapids Community School District as a Bronze-Level recipient of the 2006 Iowa Performance Excellence Awards.

The prestigious Iowa Recognition for Performance Excellence awards were established seven years ago to recognize those businesses and organizations in the state who have completed a strenuous review and evaluation of their leadership, strategic planning, customer focus, measurement, analysis, and knowledge management, human resource focus, process management and results.

Governor-elect Chet Culver has been invited to present the awards at the annual Governor's Recognition of Performance Excellence Celebration at the Hy-Vee Conference Center in West Des Moines on Thursday, February 22, 2007 at 6:00 p.m.

Community College History Book

To commemorate the 40th anniversary of Iowa's system of community colleges, the Iowa Department of Education created an institutional history of these progressive institutions. The 114-page book traces the system-wide development of the public two-year colleges and the often-unique policies and initiatives that have enabled them to grow into the dynamic institutions they are today.

Forty Years of Growth and Achievement: A History of Iowa's Community Colleges, by Jeremy Varner, edited by Janice Nahra Friedel, Ph.D., can be ordered from the Des Moines Area Community College Knowledge Knook Bookstore, 2006 S. Ankeny Blvd., Ankeny, IA 50023. To order by phone, call (515) 964-6546.

LEGISLATIVE UPDATE

Implications of the Reauthorization of the Carl D. Perkins Act

The Carl D. Perkins Act was reauthorized in 2006 (now called the Carl D. Perkins Career and Technical Education Improvement Act of 2006 or Perkins IV) with a variety of new requirements. The State of Iowa will be submitting a one-year transition plan (for the first program year starting July 1, 2007) to the U.S. Department of Education by April 14, 2007. The Division of Community Colleges and Workforce Preparation will coordinate the development of the transition plan as well as a five-year plan for the Carl Perkins Act to be submitted to the Office of Vocational and Adult Education. The division is currently developing an organizational structure for constituent input and review.

Major changes in the reauthorized Perkins Act include the following items:

- New requirements for increased linkages between high schools, community colleges, and four year-universities including programs of study that clearly support students pursuing specific career paths from secondary schools through postsecondary education and into the workforce.
 - Each Perkins recipient may either accept the performance targets the Iowa Department of Education will negotiate with the federal government or may negotiate its own performance targets with the State.
 - A process for sanctioning recipients failing to meet performance standards.
 - New data systems with the ability to follow students from secondary institutions to higher education and the workplace.
 - An option for the State to merge all or part of Tech Prep into the Perkins Basic Grant or to keep it as a separate funding stream. If kept separate, Tech Prep accountability requirements will be expanded to include 23 new performance measures.
 - Additional emphasis placed on high-skill, high-wage, high-demand occupations (regionally determined).
- For additional information, please contact Janice Friedel at 515/281-8260 or janice.friedel@iowa.gov.

State Board of Education Legislative Advocacy 2007

The State Board of Education has adopted a legislative advocacy platform for the 2007 legislative session. That platform can be accessed at <http://www.iowa.gov/educate/content/view/71/104/>. For further information, contact Jeff Berger, 515/281-3399 or jeff.berger@iowa.gov.

Update on 2006 Legislative Changes to Infrastructure Requirements

In July, the Department issued a Letter to the Field highlighting a variety of changes made by the legislature during the 2006 session. Included in that summary were three issues specific to infrastructure. Given that the timelines are approaching for several of these changes, it seemed appropriate to again issue a reminder on three specific changes to laws governing school infrastructure.

2006 Iowa Acts, House File 2713, Iowa Construction Bidding Procedures Act - Code of Iowa Chapter 38. (<http://coolice.legis.state.ia.us/Cool-ICE/default.asp?category=billinfo&service=billbook&GA=81&hbill=HF2713>). Attached is a technical assistance document called Competitive Bids For Public Improvement Contracts that further explains the law that becomes effective January 1, 2007.

2006 Iowa Acts, Senate File 2272, Section 52- Use of LOSST for School Infrastructure.
(<http://coolice.legis.state.ia.us/Cool-ICE/default.asp?Category=billinfo&Service=Billbook&menu=true&ga=81&hbill=SF2272>)

Plans for educational projects, which are required to be submitted to the State Fire Marshal's Office on or after January 1, 2007, will be reviewed for compliance with both the State Fire Code and State Building Code, if the project is located in a jurisdiction that utilizes local sales and services tax moneys for school infrastructure and if the project is not subject to a local building code.

2006 Iowa Acts, House File 2797, Section 72-Submitting Construction Plans for Review and Approval and Construction Inspections of Buildings Subject to State Plans Review.

(<http://coolice.legis.state.ia.us/Cool-ICE/default.asp?Category=billinfo&Service=Billbook&menu=true&ga=81&hbill=HF2797>). Any non-state owned building, whose construction is paid for wholly or in part with state appropriated funds, must be submitted to the State Building Code Bureau for construction plans review and approval, if it is built in a jurisdiction without local building code enforcement. The requirement to submit plans begins on January 1, 2007; however any project having reached the point of owner approved, design development documents on or before January 1, 2007 will not be required to submit plans. It also mandates that the State Building Code Bureau begin conducting construction inspections of buildings subject to State plans review, with the exclusion of additions, renovations and repairs. This includes all state-owned buildings and non-state owned buildings that are funded wholly or in part with state appropriated funds, if constructed in areas without local building code enforcement.

For additional information, contact Gary Schwartz at gary.schwartz@iowa.gov or 515-281-4743.

SCHOOL IMPROVEMENT

Iowa Youth Survey Data Tools

The Iowa Youth Survey provides a wealth of data about student attitudes, perceptions, and behaviors. The reports are very extensive and can become overwhelming to anyone who is unfamiliar with the survey or lacks expertise in the area of learning supports. To help school/community teams better understand and use these data, user-friendly toolkits are being created that topically group IYS questions. These toolkits will help teams analyze their local data, make data-based decisions about needed programs and services, and present simple steps that can be taken to immediately improve results.

The first toolkit in this series, "Alcohol & Youth: A Learning Supports Data Tool" was released in September. A companion Excel spreadsheet has been developed to assist in graphing local data and comparing it with state-level data. The second toolkit, "School Climate & Connection" and companion Excel spreadsheet is also available. The third in this series will focus on risky student behaviors and bullying. Toolkits and accompanying information will be posted to <http://www.iowa.gov/educate/content/view/503/710> as it becomes available. For questions or more information on these toolkits contact Janell Brandhorst at janell.brandhorst@iowa.gov (515/281-5288), or Jane Todey at jane.todey@iowa.gov (515/281-8514).

Transition Planning For Students With Disabilities

Transition planning for youth with disabilities needs to begin early and is most effective when it is youth and family directed. Teachers, counselors, or service providers can help equip youth and families for this significant task by sharing MyTransitionIowa.org with them. MyTransitionIowa.org was developed under the Improving Transition Outcomes grant project administered by Iowa Vocational Rehabilitation Services. The grant strives to "create a community-wide system of inclusion, support and engagement for youth with disabilities as they transition into their adult roles in the community."

Learn more about MyTransitionIowa.org via ICN courtesy of Iowa Public Television's Transitions series on Thursday, February 1st or Thursday, March 1st 3:30-4:30 pm both days. Go to http://www3.iptv.org/iowa_database/event-Detail.cfm?ID=7423 to register. If you need assistance with registering for the ICN, please contact LaShell Staley with Iowa Public Television at 800/532-1290 (or 515/242-3144) or lashell@iptv.org. The presentation will include the philosophy of MyTransitionIowa.org and answer these 3 questions: 1) Who is MyTransitionIowa.org for? 2) What does MyTransitionIowa.org do? and 3) Why use MyTransitionIowa.org?

If you have questions, please contact Connie Ehlers at 515/281-0275 (1-800-532-1486 ext.1-0275) or connie.ehlers@iowa.gov.

Iowa Career Resource Guide

The Iowa Department of Education, in partnership with Iowa Workforce Development, developed a career exploration and planning resource for use in the classroom. The Iowa Career Resource Guide provides descriptions of jobs available in Iowa by career cluster and education/experience level. It displays up-to-date labor market information for careers in Iowa including average hourly wages by amount of experience and projected job growth over a ten-year period. It also provides the national job outlook for each of the 16 career clusters and points to online career videos on the Iowa Public Television website of Iowans describing their jobs. Additionally, the guide includes a career cluster interest survey and concise resources for students preparing for higher education or looking for employment.

Approximately 70,000 guides are in the process of being distributed throughout the state as classroom sets for middle and high school students as well as resources for Iowa One-Stop Centers and the state's fifteen community colleges. Classroom sets will be delivered to each middle and high school by staff from regional area education agencies (AEAs). For additional information, contact Linda Berg at Linda.berg@iowa.gov or 515/242-5032.

Leadership Opportunity for Principals

The Iowa Leadership Academy will launch its Principals' Center with a summer institute on June 20-22, 2007 at the Grand River Center in Dubuque. Three nationally recognized educators will be featured: Roland Barth, Richard Elmore and Alan Zimmerman. Follow-up activities will be held throughout the school year. This opportunity will be limited to 200 practicing principals and assistant principals. Principals and superintendents will receive further information, including details about the summer institute and application procedures, by early February. Application materials will be on the SAI website (<http://www.sai-iowa.org/>) on February 9th, with applications accepted from February 9th to February 28th.

The Iowa Leadership Academy is a collaborative effort of School Administrators of Iowa (SAI), the Iowa Department of Education, Local Education Agencies, Area Education Agencies, Iowa Association of School Boards and Institutions of Higher Education, with support of the Wallace Foundation. If you have questions, please contact Deb Hansen at 515/281-6131 or deb.hansen@iowa.gov.

Strategic Review of Career and Technical Education in Iowa

The Division of Community Colleges and Workforce Preparation is leading a strategic review of the state's system of career and technical education delivered through school systems and community colleges. Hans Meeder, of Meeder Consulting Group, has been contracted to conduct the assessment. The effort will include an assessment of programs of study, secondary to postsecondary linkages, data quality, and continuous improvement. The results will be a key component of the statewide Career and Technical Education Plan and the state's assessment regarding preparedness to implement Perkins IV.

As a part of the project, Meeder is conducting focus group sessions with stakeholders of career and technical education across the state including employers, elected officials, state officials, school board members, high school CTE instructors, high school administrators, superintendents, college CTE faculty, and college administrators. For additional information, please contact Janice Friedel at 515/281-8260 or janice.friedel@iowa.gov.

LEGAL LESSONS

The contact for all Legal Lessons items is Carol Greta, carol.greta@iowa.gov; 515/281-8661.

REMINDER: Applications for Student Member of State Board of Education

Applications for the nonvoting student member to the State Board of Education were sent via email to all school districts in November. The application and all required supporting documents are also available on our web site at <http://www.iowa.gov/educate/content/view/783/801/>. This is a competitive process, and it is crucial that all requested information is completed and all instructions be followed accurately. **We want to avoid the following problems** that have occurred in the past, such as:

- Applications missing the signed approval from the district.
- Applications with no letter of reference from an instructor who taught the student.
- Applications without the summary of community or extracurricular activities.
- Applications postmarked after the deadline of Friday, February 2nd.
- District administrators who sign the approval document for more than the allowable number of students from their district. The limits are as follows:
 - If district enrollment for grades 10-12 is less than 400, only one student may apply.
 - If district enrollment for grades 10-12 is 400 – 1199, two students may apply.
 - If district enrollment for grades 10-12 is 1200 or more, three students may apply.

In districts with more than one high school, administrators should communicate with each other about this. The DE will not screen applicants for a district that submits more than the allowed number.

Please emphasize to interested, eligible students the importance of following the instructions for completion of all required documents. If a district has more students interested in applying than the above limits, the district must determine who gets to submit their application(s) to this agency.

The term of the student member starts May 1, 2007, and is for one year. If the appointed student is a sophomore this year, s/he may serve a two-year term.

Records Retention

Recently there was an article on December 8 in *eSchool News* that was VERY confusing. It referenced a recent "U.S. Supreme Court decision" about schools retaining email. Several schools (and AEAs) have raised questions about this.

THERE IS NO SUCH SUPREME COURT RULING. What happened was that federal rules of civil procedure were approved by the Court, and certain of the rules dealt with production of email correspondence during litigation. The article in *eSchool News* not only implied, but also outright stated that schools would be regulated by the rules.

Here's what the education community needs to know: The federal rules are NOTHING NEW. AEAs and LEAs have always been required to retain certain documents, and the electronic nature of the document is determinative of NOTHING. For instance, if the email is a complaint, treat it as if it was sent by the Post Office.

While there are very few federal or state laws that govern this, the DE's Uniform Administrative Procedures manual has two full pages (in Chapter 14) of suggested retention periods for various records. The link to the UAP is: <http://www.iowa.gov/educate/content/view/129/358/>.

Remember that electronic records are records also. An email from a parent or taxpayer or staff member is to be treated no differently than if the communication came from the Post Office.

A selected few examples from the UAP are as follows:

Correspondence:

- Personnel correspondence, 7 years after termination
- General correspondence, 3 years or as long as administratively useful or of historical value

Legal Documents:

- Written contracts, 10 years beyond end of contract
- Insurance policies, 3 years after expiration

Payroll:

- Payroll journals, 60 years
- All income tax forms (W-2s, W-4s, 1099s, etc.), 5 years

Athletic Scholarship Rule

Last month, we asked for feedback. This month the request is a bit different. Start collecting the data now, but DON'T send it to the DE!

William (Bill) Watson, the Activities Director of the Urbandale Community School District, will be sending a questionnaire to all high schools in Iowa that will cover the following areas:

General Information:

- School Name
- Grading Period (semester/trimester)
- School Size (9-12)
- Number of hours spent by all school staff to determine student eligibility after your first final grading period of 2006-07 under the "new" eligibility rule (estimated)
- Number of hours spent by all school staff to determine student eligibility after your first final grading period of 2005-06 under the "old" eligibility rule (estimated)

Student (Aggregate) Information:

- Number of secondary students who participate in interscholastic athletics (excluding students from other high schools who participate for your school under a sharing agreement)
- Number of secondary students that are athletes who were ruled ineligible after your first final grading period of 2006-07 under the "new" eligibility rule
- Number of secondary students that are athletes who were ruled ineligible after your first final grading period of 2005-06 under the "old" eligibility rule
- Number of secondary students that participate in fine arts who were ruled ineligible after your first final grading period of 2006-07 under the "new" eligibility rule
- Number of secondary students that participate in fine arts who were ruled ineligible after your first final grading period of 2005-06 under the "old" eligibility rule ("Pass 4")
- Within the four categories above, collect demographic data of gender, race/ethnicity, GPA cohorts, special education status, and socio-economic status (as determined by eligibility for free/reduced lunch) as you will be asked for this information in the aggregate (if any subgroup has fewer than 10 students you will not be able to report it)

Also, Mr. Watson's questionnaire will provide an opportunity for comments. Keep in mind that general comments ("I don't like it" or "It's great") are not helpful to a State Board whose objective it is to examine the rule. Therefore, if you feel compelled to comment on any aspect of the rule, please illustrate your comment with an example of how a student was actually affected.

Rather than send information to the DE, please respond to Mr. Watson's questionnaire. The results will be shared first with the State Board and with those high schools that respond before the results are more widely disseminated. The DE thanks Mr. Watson and all schools in advance.

Other Athletic Eligibility Issues

The November 2006 School Leader Update addressed several instances this year of high school varsity sport teams having used ineligible students. Iowa is not alone. Consider this nightmare from the state of Delaware:

A high school football team was within one week of playing in Delaware's championship game when the school discovered that it had been using an academically ineligible transfer student all season. The student was attending his third school in as many years. He had altered the grades on his transcript to appear eligible. His current school forfeited all of its victories, and the team it defeated in the semi-finals played in the championship game.

To help Iowa schools avoid this and other situations related in the November SLU, the Iowa High School Athletic Association and Iowa Girls High School Athletic Union have developed a Transfer Eligibility Checklist that the IHSAA will send to all member and associate member schools in early January.

The checklist is a reminder to check – and double-check – the transfer student's date of birth, date of entry into 9th grade (for the first time), residence, academic eligibility, good conduct eligibility, current sports physical, and any items required locally.

STUDENT HEALTH AND NUTRITION

Required Food Safety Program - Process Approach To HACCP Implementation Strategies

On November 7, 2006, a panel of Iowa food service directors held a candid discussion on their implementation of the newly required local school Food Safety Program-Process Approach to HACCP system. This was held on local ICN sites using Iowa Public Television K-12 Connections. If your school food service program does not have the Food Safety Program fully in place and/or wants to learn what others have done, please have them register for one of these rebroadcast sessions. The planned additional repeats of this program are scheduled for January 22 and February 5, 2007. To register for January 22 or February 5 repeats, go to http://www3.iptv.org/iowa_database/event-detail.cfm?ID=7293, and scroll to the bottom of the information.

If you have questions regarding this requirement, contact Sandra.Fiegen@iowa.gov or Patti.Harding@iowa.gov or check out the Bureau of Nutrition Programs website under [Food Safety](#).

Students Taking Charge to Support Healthier School Environments ICN

Middle and high school students and teachers are invited to attend a Student ICN Session titled "Students Taking Charge to Support Healthier School Environments" on January 31, 2007, from 3:30-5:30. Sponsored by Iowa Partners: Action for Healthy Kids, including ISU Extension, Iowa Department of Education's Team Nutrition and Iowa Public Television. This two-hour session will provide time for the students to learn about the problem of increasing overweight in students, address the concern for barriers preventing local action, hear about resources that are available to all Iowa schools, and plan how they can become involved and motivate others in promoting healthier behaviors locally.

The ICN will last from 3:30 to 5:00 with the recommendation that those attending allow an additional half hour (until 5:30) to complete a local plan of action. **Bring your district's Local Wellness Policy to refer to during the presentation.** Schools can sign up to attend in their own ICN rooms by going online to http://www3.iptv.org/iowa_database/event-detail.cfm?ID=7426&stand=open# to register for "Students Taking Charge to Support Healthier School Environments".

Contact Janet Wendland by phone at 515/281-5676 or by e-mail at janet.wendland@iowa.gov with questions.

Verification Summary Report Deadline

The Verification Summary Report must be completed on-line in the CNP 2000 system at <https://www.edinfo.state.ia.us/CNP/security.asp> **no later than January 15, 2007.** December reimbursement will

be held if not completed. To access the Verification Summary Report, click on the word "Verification" on the green navigational bar and select the 2007 program year. Contact Nancy Christensen at 515/281-5663 or nancy.christensen@iowa.gov for assistance.

"Go The Distance" Four- Month Program Activities

Iowa's Team Nutrition program is supporting the message of increasing physical activity through its partnership with Go The Distance. Team Nutrition wants to encourage all team sponsors to include healthy nutrition messages with their physical activity efforts. To support this effort, Team Nutrition will offer 5 mini-grants of \$250 each to schools that include a nutrition component in their Go The Distance four-month activity that begins on January 17th and goes until May 2nd. Team Nutrition mini-grant funds may be used to purchase food, supplies, or educational materials that encourage eating more fruits, vegetables, and whole grain foods. Schools interested in competing for the Go The Distance Team Nutrition mini-grants can find them at: <http://www.iowa.gov/educate/content/view/373/438/1/2/>. These grant applications are due January 15th. To learn more about enrolling in the Go The Distance four-month program go to <http://www.iowasportsfoundation.org/goTheDistance/youthOpportunities.aspx>.

If you have questions, please contact Julia Thorius at 515/281-4757 or julia.thorius@iowa.gov.

DATA AND REPORTING

APR -- Graduation Rates and Attendance Data Now Available

You can now access graduation rates and attendance data through the Iowa Schools Profile link on the DE website at <http://www.iowaschoolprofiles.com/>. If you have questions, please contact Gary Kirchoff at 515/281-6278 or gary.kirchoff@iowa.gov

TRANSPORTATION

Open Enrollment Transportation Assistance

Attached is a letter providing information about transportation assistance for the 2006-07 school year for students that are open enrolled. Transportation assistance (monetary reimbursement to parents) is only available to parents that open enroll children between contiguous districts pursuant to Iowa Code subsection 282.18(10).

If there are questions about this issue after reading the letter, please contact Lois Irwin at 515/281-8582 or lois.irwin@iowa.gov.

CALENDAR

Deadlines and Dates to Remember

January 17
January 22

Beginning of Go The Distance four-month program activities
Food Safety Rebroadcast ICN

SCHOOL LEADER UPDATE is produced monthly by the Iowa Department of Education for school leaders of Iowa. Comments and submissions should be sent to 515/281-5295.



STATE OF IOWA

THOMAS J. VILSACK, GOVERNOR
SALLY J. PEDERSON, LT. GOVERNOR

DEPARTMENT OF EDUCATION
JUDY A. JEFFREY, DIRECTOR

DATE: December 19, 2006
TO: Superintendents/Business Managers/Board Secretaries
FROM: Lois Irwin, Ed.D
515-281-8582
FAX 515-281-7700
lois.irwin@iowa.gov

Open Enrollment Transportation Assistance \$355. Reimbursement per year 2006-07

The purpose of this letter is to provide information related to transportation assistance for students that are open enrolled. Transportation assistance (monetary reimbursement to parents) is only available to parents that open enroll children between contiguous districts pursuant to Iowa Code subsection 282.18(10).

This reimbursement amount is \$355 for the 2006-07 school year or the resident district's average cost per pupil transported for the previous school year as calculated and shown on the district's Annual Transportation Report submitted to the Iowa Department of Education.

The resident district may deduct the amount of money paid to parents for transportation assistance from the tuition sent to the receiving district for an open enrollment pupil. If open enrollment begins after the start of the school year, the cost of providing the transportation may be prorated.

Parent reimbursement is limited to reimbursement **for a maximum of one secondary student and three elementary students per family**. The parent reimbursement amount is calculated in accordance with Iowa Code section 285.1(3).

Parents may apply for open enrollment transportation assistance using the Open Enrollment application (item #16). In order to determine eligibility, parents must submit verification of income. The guidelines for eligibility are given below. These guidelines are not the same as those used for free and reduced lunch.

The updated table below contains the income eligibility guidelines used to determine whether a parent/guardian qualifies for open enrollment school transportation assistance. This material reflects the revisions made in the Federal Poverty Guidelines effective July 1, 2006 through June 30, 2007. **If a parent/guardian falls within these guidelines, he/she qualifies for school transportation assistance.**

**Transportation Assistance
INCOME ELIGIBILITY GUIDELINES
Effective 7-1-2006 to 6-30-2007**

<u>Household Size</u>	<u>Yearly</u>	<u>Monthly</u>	<u>Weekly</u>
1	\$16,562	\$1,380	\$ 318
2	\$22,308	\$1,859	\$429
3	\$28,054	\$2,338	\$539
4	\$33,800	\$2,817	\$650
5	\$39,546	\$3,295	\$760
6	\$45,292	\$3,775	\$871
7	\$51,038	\$4,253	\$981
8	\$56,784	\$4,732	\$1092
Additional family member	\$5,746	\$479.	\$110.

Definition of Income: "Income" means income before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. Income includes the following: a) monetary compensations for services, including wages, salary, commissions or fees; b) net income from non-farm self-employment; c) social security; d) dividends or interest on savings or bonds or income from estates or trusts; e) net rental income; f) public assistance or welfare payments; g) unemployment compensation; h) government civilian employee or military retirement, or pensions or veterans payments; i) private pensions or annuities; j) alimony or child support payments; k) regular contributions from persons not living in the household; l) net royalties; and m) other cash income including income farm income. Other cash income would include cash amounts received or withdrawn from any source including savings, investments, trust accounts, and other resources. Income does not include any income or benefits received under any federal programs that are excluded from consideration as income by any legislation prohibition.

Contact: Lois Irwin, 515-281-8582, lois.Irwin@iowa.gov

Iowa Construction Bidding Procedures Act
House File 2713

New Section. Iowa Code Chapter 38

<http://coolice.legis.state.ia.us/Cool->

[ICE/default.asp?Category=billinfo&Service=Billbook&menu=true&ga=81&hbill=HF2713](http://coolice.legis.state.ia.us/Cool-ICE/default.asp?Category=billinfo&Service=Billbook&menu=true&ga=81&hbill=HF2713)

Competitive Bids For Public Improvement Contracts (effective January 1, 2007)

If the estimated total cost of a public improvement exceeds the competitive bid threshold of one hundred thousand dollars, or the adjusted competitive bid threshold established in section 314.1B, the governmental entity (*state, political subdivisions of the state, public school corporations, and all officers, boards, or commissions empowered by law to enter into contracts for the construction of public improvements, excluding the state board of regents and the state department of transportation*) shall advertise for sealed bids for the proposed public improvement by publishing a notice to bidders as provided in section 362.3. Additionally, the governmental entity may publish a notice in a relevant contractor organization publication and a relevant contractor plan room service with statewide circulation, provided that a notice is posted on a website sponsored by either a governmental entity. The notice to bidders shall be published more than twenty days but not more than forty-five days before the date for filing bids.

Specific areas mentioned in Chapter 38 are the following:

1. **Notice of hearing** (Iowa Code section 73A.2). The school district must fix a time and place for hearing, and give notice by publication in at least one newspaper of general circulation in the district at least ten days before the hearing before entering into any contract for public improvement costing \$100,000 or more. [This was increased, effective January 1, 2007, from the former threshold of \$25,000.]
2. **Failure to set and receive security deposit** (section 73A.18). When receiving bids for a public improvement costing \$100,000 or more, the district must require that all bids be accompanied by a deposit of money (certified check or share draft) in an amount equal to at least five percent, but not more than ten percent of the estimated total cost of the work. The amount of the deposit must be named in the advertisement for bids.

NOTE: If local board policy sets a lower threshold for bids than does state law, the district must comply with both the above public notice and security deposit requirements.

The new law on this issue is **HF 2713**, on the web at <http://coolice.legis.state.ia.us/Cool-ICE/default.asp?category=billinfo&service=billbook&hbill=HF2713>, which created new Chapter 38 of the Iowa Code. It establishes three tiers of procedures for governmental entities, including school districts, for public improvements, non-emergency repair or maintenance work not done by school district employees, and structure demolition. In very broad terms, new Chapter 38 does the following:

ALL Districts	Projects with an estimated cost of over \$100,000	Follow all competitive bidding procedures
Districts with district-wide population of less than 50,000	Projects with estimated cost of \$36,000 and under	No state requirements...check local board policies
Districts with district-wide population of 50,000 or more	Projects with estimated cost of \$51,000 and under	No state requirements...check local board policies

Districts with district-wide population of less than 50,000	Projects with estimated cost of more than \$36,000 but not in excess of \$100,000	Follow semi-formal quotation process outlined in new Iowa Code chapter 38: <ol style="list-style-type: none"> 1. Make good faith effort to obtain quotes from at least 2 contractors regularly engaged in relevant work. 2. Plans and specs must still be prepared by an architect or engineer 3. Provide contractors with opportunity to inspect work site 4. Contractor must provide price for labor, materials, equipment, supplies 5. Designate time, place, manner for filing quotes 6. Record approved quotes in meeting minutes 7. Award contract to lowest responsive, responsible bidder or reject all quotes
Districts with district-wide population of 50,000 or more	Projects with estimated cost of more than \$51,000 but not in excess of \$100,000	Follow quotation process set out in part immediately above

The table above is meant to provide a broad overview only and is not to be relied upon as legal advice. As always, when in doubt, contact your school attorney for guidance.